

Internal/External Posting
STATE OF MONTANA JOB VACANCY

Montana State Prison
An Equal Opportunity Employer

August 6, 2008

Job Title:	Administrative Support – MCE Food Factory	Position No.:	67007
Division:	Montana State Prison	Bargaining Unit:	MFSPE
Location:	Deer Lodge	Supplement:	No
Status:	Permanent/Full-Time	Shift:	7:00 a.m. – 3:00 p.m.
Salary:	\$10.12 to \$14.46	Pay Band:	3

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Personnel Office
600 Conley Lake Road
Deer Lodge, MT 59722

fax to (406)846-2950

email to fmoreni@mt.gov

No later than 5:00 p.m., August 22, 2008.

Application materials are available on the web at www.discoveringmontana.com.

Upon employment, successful completion of Basic Pre-Service Training for Prison employees is required. Must be able to respond in the event of an emergency, able to work under stressful and potentially dangerous conditions. TB testing is required. Montana State Prison is a tobacco free institution.

LAUTENBERG AMENDMENT: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C., Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties The positions duties involve preparing daily, weekly, and monthly reports using data collected from Food Service Meal counts, inmate work hours, food portions, etc.; standardizing recipes temperature and flow charts on food items; and checking accuracy of invoices and delivery by converting regular recipes using weights, measurements, time, and temperature charts; preparing reports, graphs, charts, and manuals for Food Service

operations; recording and filing tickets. The position time is devoted to maintaining and monitoring the Food Factory accounting system on and SAHBRS by reviewing and processing bills, inputting and calculating monthly inmate payroll, completing monthly inventories, preparing reports, and implementing changes in current accounting system. The position requires the supervision and instruction of inmate clerks and the performance of a wide range of clerical duties. The final portion of the job involves performing all the duties of a food factory technician during peak workloads and times of staff shortages. The MCE Food Factory Director supervises the position. The position is responsible for the supervision of 2 inmate clerks.

Qualifications: Considerable knowledge of bookkeeping and accounting principles, practices, and techniques; budgetary and funding regulations, principles, and practices; preparing clerical and reports, and standard office practices and procedures; working knowledge of Statewide Budget and Accounting System. Requires a specialized knowledge and training of the automated . SAHBRS financial system regarding general ledger, purchasing, accounts payable and receivable, and Food Factory system (Access database). Working knowledge of business financial accounting and reporting principles, including preparation of financial reports, accounts receivable and payable, and accounting internal control procedures. Working knowledge of governmental enterprise operations; business letter writing; business English; office protocol; and computer spreadsheet, database, Including but not limited to Excel, Word Access and Outlook. Requires knowledge of how the various accounting and reporting operating systems tie into the State's budget system, and overall financial analysis of the division's various operations. This position also requires considerable knowledge of Food Service Supervisor I's duties and responsibilities and of food safety and sanitation. The position requires a high degree of organizational and interpersonal skills. Proficiency is also required in the use of personal computers. The position must be skilled in interacting, training, and motivating inmates, and must be able to handle potentially volatile situations. Finally, the incumbent must be skilled in dealing with a variety of diverse projects, shop operations, and supervisors. The position requires the ability to: Keep accurate and complete records; design effective record keeping systems and analyze various types of information; make reliable judgments; know when to go to a higher authority for decisions; analyze and review financial records and reports to compile data and compare reports; adapt to stressful or unusual situations and develop alternative plans to solve problems; observe and be aware of surroundings, tensions, and moods of inmate workers, as well as handle various situations as they develop; work unsupervised and be self-motivated; analyze and determine what will best meet the needs of the Food Factory or will solve accounting or bookkeeping problems; must identify, evaluate, and solve a variety of difficult problems; instruct and train inmates; analyze data and pick up errors and omissions through knowledge of subject matter; communicate tactfully, orally, and in writing; establish and maintain effective working relationships; cooperate; be helpful; perform accurate and thorough work; adapt to a constantly changing environment; communicate with correctional staff members and support staff to coordinate inmate movement or activity, resolve problems or disputes, and provide and solicit information.

Education and Experience: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to 2 years job-related college or vocational training and 1-2 years of job-related work experience in an office setting. Successful completion of the Montana State Prison Basic Training Class for prison personnel.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Compensation: This position is classified as a Band 3 on the state's Broadband pay matrix. The current annual salary is \$21,049.60. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

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Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

An overall score of 70 percent must be attained in order to be considered for employment. A behavior-based interview will be a part of the selection process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

Montana State Prison

AUTHORIZATION TO RELEASE INFORMATION

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

Applicant's Signature: _____ **Date:** _____